



TASER® X26 CERTIFICATION

THOMAS WILLS

Certified Instructor

This Certifies that

Thomas Wills

is trained in the proper and safe use of the TASER® X26 Conducted Energy Weapon and has passed the requirements of the

TASER X26 law enforcement and corrections training program under the supervision of a Certified Instructor.
Certification will expire one year from date of signature.

In Witness Whereof, Certified Instructor

Rupert H. Lacy

has certified the successful completion of the training requirements this day:

February 3, 2006

Certified Instructor:

Certified Instructor ID:

EXHIBIT

F-3

000608050491412871346C

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 01-16-08, I T. Wells RECEIVED A 15-MINUTE
TRAINING ON DEPOSITS 2245-0700 HOUR SHIFTS BRIEFING.

T. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. LEONARD #156
SHIFT SUPERVISOR

SGT. REESE #159
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 01-11-05, I T. Willis RECEIVED A 15-MINUTE
TRAINING ON CHANGE OF CUSTODY 2245-0700 HOUR SHIFTS BRIEFING.

T. Willis 205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. REESE #159
SHIFT SUPERVISOR

SGT. LEONARD #156
SHIFT SUPERVISOR

SGT. LEGE #155
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 01-10-08, I T. Willis RECEIVED A 15-MINUTE
TRAINING ON TIME SHEET 2245-0700 HOUR SHIFTS BRIEFING.

T. Willis #205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. REESE #159
SHIFT SUPERVISOR

SGT. LEONARD #156
SHIFT SUPERVISOR

SGT. LEGE #155
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON January 4, 2005, I T. Willis RECEIVED A 15-MINUTE
TRAINING ON RELIGIOUS PROGRAMS/CHAPLAINRY 2245-0700 HOUR SHIFTS BRIEFING.

T. Willis #205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. REESE #159
SHIFT SUPERVISOR

SGT. LEONARD #156
SHIFT SUPERVISOR

SGT. LEGE #155
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON January 3, 2005, I T. Willis RECEIVED a 15-MINUTE TRAINING ON HEALTH CARE SERVICES 2245-0700 HOUR SHIFTS BRIEFING.

T. Willis 205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. REESE #159
SHIFT SUPERVISOR

SGT. LEONARD #156
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON JANUARY 5, 2004, I T. Wells RECEIVED a 15-MINUTE TRAINING ON HEALTH CARE – (SICK CALL) 2245-0700 HOUR SHIFTS BRIEFING.

T. Wells #205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. REESE, D. #159
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON December 5, 2004, I KENNETH Winkler RECEIVED a 15-MINUTE TRAINING ON MONTHLY STATISTICAL REPORTING 0645-1500 HOUR SHIFTS BRIEFING.

K. Winkler 120
DEPUTY SIGNATURE AND BADGE NUMBER

SGT LEGE #155
SHIFT SUPERVISOR

SGT REESE #159
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON December 28 2004, I T.P. Willis RECEIVED a 15-MINUTE TRAINING ON ANNUAL LEAVE, MILITARY LEAVE, and TRAINING LEAVE REQUEST 2245-0700 HOUR SHIFTS BRIEFING.

T.P. Willis # 205
DEPUTY SIGNATURE AND BADGE NUMBER

SGT REESE #159
SHIFT SUPERVISOR

SGT LEONARD #156
SHIFT SUPERVISOR

SGT. LEGE #155
SHIFT SUPERVISOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON December 27, 2004, I T.P. Willis RECEIVED a 15-MINUTE TRAINING ON CALLING IN SICK 2245-0700 HOUR SHIFTS BRIEFING.

T.P. Willis #205
DEPUTY SIGNATURE AND BADGE NUMBER.

SGT REESE, D. #159
SHIFT SUPERVISOR

SGT LEONARD #156
SHIFT SUPERVISOR

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 12-24-04, I T. Wills RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON POLICY AND PROCEDURE, COUNTS; DURING THE 2300/0700 HOUR SHIFTS
BRIEFING.

T. Wills 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. LESLIE MATHIS #157

SHIFT TRAINING

On December 21, 2004, I T.P. Willis received a 15-Minute Block Training On Mail, Telephone and Visiting, During The 2300-0700 Hour Shift Briefing.

T.P. Willis #203

DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Dedri Caldwell #152
Supervisor / Instructor

SHIFT TRAINING

On December 20, 2004, I T.P. Wells received a 15-Minute Block Training On Health Care Services, During The 2300-0700 Hour Shift Briefing.

T.P. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Dedri Caldwell #152
Supervisor / Instructor

SHIFT TRAINING

On December 19, 2004, I T. Willis received a 15-Minute Block Training On Hospital Duty Guidelines, During The 2300-0700 Hour Shift Briefing.

T. Willis 205

DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Dedri Caldwell #152
Supervisor / Instructor

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

On August 21, 2004, I Nel Wiles received a 15-Minute Block Training From The Policy And Procedure Directive On Legal Assistance During The 0645-1500 Hour Shift Briefing.

Nel Wiles 299

DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Elaine Lege #316
Supervisor / Instructor

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

On November 19, 2004, I T.P. Wells received a 15-Minute Block Training From Emergency Plans Directive on Adverse Job Action Plan , During The 2245-0700 Hour Shift Briefing.

T.P. Wells #205

DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Nathan Ellsberry #231
Supervisor / Instructor

Sgt. Leslie Mathis #228
Supervisor / Instructor

Sgt. Dedri Caldwell #314
Supervisor / Instructor

SHIFT TRAINING

On December 13, 2004, I T.P. Wills received a 15-Minute Block Training From The Policy And Procedure Directive On Riots And Disturbances, During The 2300-0700 Hour Shift Briefing.

T.P. Wills #152
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Dedri Caldwell #152
Supervisor / Instructor

Sgt. Nathan Ellsberry #154
Supervisor / Instructor

SHIFT TRAINING POLICY AND PROCEDURE DIRECTIVE

ON, 10-10-04, I, T.P. Wills RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; EMERGENCY HURRICANE
PROCEDURE; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wills 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 10-09-01, I

T.P. Wills

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; BOMB THREAT; DURING
THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wills #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 10-08-04 T.P. Wills

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; ASSAULT FROM OUTSIDE
OR TERRORIST ACTIVITY; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wills #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254

SHIFT TRAINING

INTER-OFFICE MEMO

ON 9-30-04 T.P.Wells

RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON INTER-OFFICE MEMO-DATED SEPTEMBER 29, 2004; NON-CONTACT
INMATES; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P.Wells #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254

SHIFT TRAINING

INTER-OFFICE MEMO

ON, 9-30-01, I T.P.Wills

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON INTER-OFFICE MEMO DATED SEPTEMBER 29, 2004; WEARING OF SHANK VESTS; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P.Wills #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254

SHIFT TRAINING POLICY AND PROCEDURE DIRECTIVE

ON 9-29-04, I, T.P. Wilkes RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON POLICY AND PROCEDURES; USE OF FORCE; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.

T.P. Wilkes #205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON September 27, 2004, I T.P. Wells RECEIVED a 15-MINUTE
BLOCK TRAINING ON Drug and Alcohol Abuse, 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wells #203
DEPUTY SIGNATURE AND BADGE NUMBER

Supervisors and Instructors
Sgt Rogers #161
Sgt Collins #254

SHIFT TRAINING GENERAL ORDERS

ON 07-22-08 R. Alnes RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON GENERAL ORDER #45: SMOKING POLICY, DURING THE 1500-2300 HOUR
SHIFT BRIEFING

R. Alnes 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 07-21-04, I T.P. Wills

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; Maintenance; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.

T.P. Wills #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 09-2001 P.Williams

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; **Juvenile Inmates**; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

P.Williams 203
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

9/14/04
ON, 08-23-04, I T.P. Willis RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURE, Inmate uniform and hygiene issuance; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Willis 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

Sgt Rogers #161
Sgt Collins #254
Sgt Thomas #285

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 09/13/07, I T.P.Wells

RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; SPECIAL NEEDS INMATES; DURING THE 1500-
2300 HOUR SHIFTS BRIEFING.

T.P.Wells #205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON, 07/10/04 T.P. Weller

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; USE OF FORCE; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.

T.P. Weller 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

Oleoresin Capsicum Re-Certification Exam

Name: P. Whis

Score: PASS

Instructor:

Date: 06-29-04

Read the questions and select the **best** answer from the choices listed below. There is only one answer to each question. All answers are to be recorded on your answer sheet.

1. Which terms best describe the psychological effects of OC?
 - a. Capsaicinoid concentrations from 0.66%, 1.33%, and 3.0% respectively.
 - b. Vasodilation, Rhinorrhea, Dyspnea
 - c. Anxiety, fear, and Panic
 - d. None of the above
2. Of the following which high-volume delivery system would be best suited for cell extraction?
 - a. Stream (MK-4)
 - b. Fog (MK-9)
 - c. Foam (MK-3 pepper foam)
 - d. Cone (any brand)
3. Based on the health risk issue of "hydraulic needle effect" what is the distance recommendation offered as a guide unless the situation dictates otherwise?
 - a. 36 inches
 - b. 6 inches
 - c. 12 inches
 - d. 30 inches

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON, 09-08-04

T.P. Wiles

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON CONDUCTING HEADCOUNTS; DURING THE 1500-2300 HOUR SHIFTS.
BRIEFING.

T.P. Wiles

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 09-04-01 T. Phillips RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; FORCED CELL MOVES; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T. Phillips 205 DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 09-03-04, P.Wells RECEIVED a 15-MINUTE BLOCK
PRINT NAME
TRAINING ON POLICY AND PROCEDURES; EMERGENCY HURRICANE PROCEDURES;
DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

P.Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 08-31-04, I P. Willis RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; GENERAL RULES OF CONDUCT; DURING THE
1500-2300 HOUR SHIFTS BRIEFING.

P. Willis 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 08-29-04

P. Wills

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; SECURITY SUPERVISION OF HOLDING CELLS;
DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

P. Wills 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 08/28/04, I T.P.Williams RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Inmate Housing and Observation; DURING
THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P.Williams) 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 08/27/04 P. Wells RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; FORCED CELL MOVES; DURING THE 1500-2300
HOUR SHIFTS BRIEFING.

T.P. Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING POLICY AND PROCEDURE DIRECTIVE

ON, 082304, I T.P.Wells RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON POLICY AND PROCEDURES; CUSTODY INQUIRIES; DURING THE 1500-2300
HOUR SHIFTS BRIEFING.

T.P.Wells 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 08-23-04, I T.P. Wells RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURE, Inmate uniform and hygiene issuance; DURING
THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wells) 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

Sgt Rogers #161

Sgt Collins #254

Sgt Thomas #285

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON, 08-01-01, T.P.Wells

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON POLICY AND PROCEDURES; Maintenance; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.

T.P.Wells 205

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON, 08-20-01, T.P. Wilks RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Communication: Internal & External;
DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

T.P. Wilks 205
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

HARRISON COUNTY SHERIFF'S DEPARTMENT
TRAINING ATTENDENCE RECORD

T.P.Wiles

(NAME)

ATTENDED A TRAINING CLASS

TITLED How NOT To Be A Hostage

ON July 8 2004 AND RECEIVED

TRAINING CREDIT HOUR (S) / MINUTE (S).

CERTIFIED SIGNATURE:

NAME OF CERTIFYING INDIVIDUAL: T.P.Wiles

(PRINT)

ACA
FOUNDED 1870

American Correctional Association

Presents this

Certificate of Completion

to

Thomas P. Wills

*In Recognition of Your Continued Professional Development
Through the Successful Completion
of The 24 Hour*

Working with Manipulative Inmates Self-Instructional Course

Dawn Sinner

DIRECTOR
PROFESSIONAL DEVELOPMENT

Jim Smalley

EXECUTIVE DIRECTOR

April 2004

DATE



AMERICAN CORRECTIONAL ASSOCIATION

4380 FORBES BOULEVARD • LANHAM, MARYLAND 20706-4322

301 • 918 • 1800 FAX 301 • 918 • 1900

WWW.ACA.ORG

April 26, 2004

Thomas P. Wills
Harrison County Sheriff's Dept.
Attn: Capt. Rupert H. Lacy
PO Box 1480
Gulfport, MS 39502-1480

Dear Mr. Wills:

Congratulations on your successful completion of the American Correctional Association's **Working with Manipulative Inmates Self-Instructional Course**.

Having completed this self-instructional course, you are now eligible to receive continuing education units (CEUs) from University of Maryland, College Park. If you would like to receive CEUs, complete the enclosed registration form and mail it to the American Correctional Association. Please make out your check or money order to ACA in the amount of \$18.00.

Once again, I commend your efforts and urge you to have a copy of this letter placed in your personnel file. If you have any questions or need additional information, please call the Professional Development staff at (301) 918-1861.

Sincerely,

A handwritten signature in black ink, appearing to read "William W. Sondervan".

William W. Sondervan, Ed.D., CCE
Director
Professional Development

Participant ID# 10667028

Enclosures

Your Grade(s):

97